

~~SECRET~~

8 June 1965

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations 1-31 May 1965

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 59,088 items broken down as follows:

CIA IN cables	22,978
CIA OUT cables	9,144
Miscellaneous	4,683
Non-CIA	21,431
Archives requests	852

Total work units 59,088

b. CIA IN and OUT cables totaled 145,282 cables for the period January-May 1965, up 5% compared to the same period of 1964 (137,922) and up 13% for the same period in 1963 (128,256).

c. Non-CIA cables for January-May 1965 totaled 93,631, an increase of 21% over the same period 1964 (77,610) and 24% higher than the same period of 1963 (75,251).

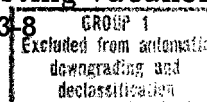
d. Work units totaled 261,979 for January-May 1965 period, up 11% over the same period 1964 (236,060). During May we completed more items than in any prior month since the Cable Secretariat was organized. The Cable Secretariat did a daily average of 1,906 items each 24 hours including Saturdays and Sundays. This is better than 1.3 work items per minute. On 14 May we established an all time high of 2,985 units completed in a single 24 hour period.

e. 2,498 cables or 4.5% of all cables processed were furnished to the Director as compared to 2,554 or 5% for April 1965.

2. Personnel

Last month we lost two people to the military. We gained four bringing our on duty strength to [ ] persons, 7 short of our T/O of [ ]. Early in June 1965 we will receive eight summer employees. They will help us while the Office of Personnel is processing permanent employees to fill our existing vacancies.

~~SECRET~~



25X1A

25X1A

~~SECRET~~

3. General

a. Attached is a memo from the Office of Communications, Chief, Signal Center, outlining the results and savings of using master material in teletype printers.

b. During the month of May because of the Santo Domingo crisis we used 385 hours more overtime than we normally use. The shortage of people plus the increased traffic made this expenditure essential.

25X1A c. We are meeting regularly with Office of Communications personnel to arrive at specifications for automating our message handling procedures. [REDACTED] is the designated Cable Secretariat representative. The group will also examine the feasibility of sharing computer equipment.

[REDACTED]

Cable Secretary

25X1A

Attachment:  
S/C Memo

~~SECRET~~

SECRET

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020083-8

Director of Communications

SIG-M 65-112

10 May 1965

Chief, Signal Centers, OC

Processing of Messages

1. This is in response to your request that we advise you of changes made which result in significant savings.

2. It has been apparent for a long time that we must improve the terminal processing of messages which requires too much man power and too much time. Over the past year, representatives of the Signal Center and Cable Secretariat have experimented with several new ideas in order to streamline the terminal process. We concluded that, as an interim measure until we can automate the process, we should procure and use rolls of multilith master material backed by NCR paper in the incoming teletype machines. This combined with other technical and procedural changes creates a reproducible mat as the message is being received and eliminates much of the "cut and paste" and Xerox process formerly used.

3. The results of these changes are noteworthy. The cost of materials has been reduced 10% or approximately 1¢ per cable. More significant is the increase in speed in the processing of cables. Formerly, it required an average of 1 hour, 17 minutes for immediate and 1 hour, 26 minutes for priority messages processed through the Cable Secretariat. During the month of March, the average processing time for immediates was 41 minutes and for priorities was 49 minutes. This increase in speed is directly attributable to the new process. It is also interesting to note that the Cable Secretariat processed more messages during March than for any other month in our history.

25X1A

Distribution:

- Orig. & 1 - Addressee
- 1 - Cable Secretariat
- 1 - OC-T
- 1 - OC-E

Cable Sec Note: For month of April average processing times were:  
Immediates (including Flash) - 38 minutes  
Priorities - 48 minutes

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020083-8

SECRET

